



City of Union City

DEVELOPMENT REVIEW COMMITTEE PROCESS

SITE DEVELOPMENT REVIEW

PRELIMINARY REVIEW SUBMITTAL REQUIREMENTS (No Fee Required)

- Completed "Preliminary Application Form"
- Color Photographs of Site
- One (1) Set of Full-Size Plans (Black/White)
- Ten (10) Sets of 11" x 17" Plan Reductions (Black/White)

Required Plans* (collated, stapled, and folded):

- Site Plan (scaled and fully dimensioned, show property lines, setbacks, adjacent properties, all existing structures and features including those proposed for demolition, and parking)
- Floor Plans
- Stormwater Checklist
- Landscape Plan (include common name, botanical name, size, location, and number of each planting material used; see Bay-Friendly landscaping requirements and Landscape Standards Policy Statement)
- Roof Plan
- Architectural Elevations (show all views)
- Preliminary Grading/Drainage Plan
- Completed Environmental Checklist

FORMAL REVIEW SUBMITTAL REQUIREMENTS (Fees Apply)**

ADMINISTRATIVE SITE DEVELOPMENT REVIEW (REVIEW BY ZONING ADMINISTRATOR)

- Completed "Application for Development Review"
- Fee Payment (by credit card, cash, or check payable to "City of Union City")
- Three (3) Sets of Full-Size Plans (Black/White)
- Twenty (20) Sets of 11" x 17" Plan Reductions (Black/White)

See Required Plans above

SITE DEVELOPMENT REVIEW (REVIEW BY PLANNING COMMISSION)

- Completed "Application for Development Review"
- Fee Payment (by credit card, cash, or check payable to "City of Union City")
- Three (3) Sets of Full-Size Plans (Black/White)
- One (1) Set of Full-Size Colored Elevations/Renderings (unmounted)
- Thirty (30) Sets of 11" x 17" Plan Reductions (Black/White)
- Fifteen (15) Sets of 11" x 17" Plan Reductions (Color)

See Required Plans above

- Electronic Files of Plans and Site Photographs (PDF or JPEG files)
- Completed "Alameda County Permanent Stormwater Quality Control" worksheets

***Plans may be required to be prepared by a licensed architect, surveyor, and/or civil engineer**

****Other requirements such as cross sections, soils reports, arborist reports, or other technical reports may be required, as determined by the Zoning Administrator**